

PURPOSE

This item establishes Department policy regarding the reporting of deaths of adult services clients.

Note: For child deaths, refer to Services Requirements Manual (SRM) item 172 Child Death Reporting Process.

REASONS FOR REPORTING

The following are the key reasons for reporting deaths of adult services clients:

- To notify key administrators of the fatality, the circumstances surrounding the fatality, and that required department procedures have been initiated.
- To respond to legislative, executive and media inquiries.
- To seek ways of learning contributing factors and, where appropriate, addressing systemic issues that could prevent further deaths.
- To meet the personal and emotional needs of clients and staff at the time the death occurs.

DHS-4712, Adult Services Death Report Form

All reports involving adult services clients must be submitted on the DHS-4712, Adult Services Death Report form. The DHS-4712 is available in the MDHHS Forms Library and includes detailed instructions and distribution information.

- The report is to be prepared and submitted to the adult services policy mailbox (MDHHS-Adult-Services-Policy@michigan.gov) no later than five business days after the death occurred or five business days after the person responsible for reporting became aware of the death.

Note: Deaths that are suspicious, that have media involvement, a criminal investigation or criminal court proceedings have **additional distribution requirements**.

- In instances involving multiple deaths, a separate report is to be prepared and submitted for each individual.

Types of Adult Services Deaths to Report

Adult Protective Services

All active adult protective services cases/investigations, where the client dies, must be reported utilizing the DHS-4712.

Independent Living Services or Adult Community Placement

Independent living services or adult community placement clients, where the circumstances surrounding the death may have an impact on Department policy, procedure or operation; and/or the nature of the death may require the Department to respond to public inquiry.

- Deaths occurring in state-regulated adult foster care homes or homes for the aged are to be reported by the Bureau of Community and Health Services within the Department of Licensing and Regulatory Affairs.
- Deaths of independent living services clients are to be reported by the adult services worker.